

Knox Regional Communications Center Executive Board

A meeting of the Executive Board of the Knox Regional Communications Center took place on **Wednesday, September 26, 2018 at 3:00 p.m.** in the Knox County Emergency Management Agency Office.

Executive Board members in attendance: Knox County EMA Director Ray Sisk, Adam Miceli, Rockland Fire/EMS; Camden Fire Chief Chris Farley; Craig Cooley, Rockport Police Department; Jesse Thompson, Union EMS, and Ruston Barnard, Rockland Fire/EMS. **Members absent:** *Rockland PD Deputy Chief Chris Young.*

Others in attendance: Knox Regional Communications Director Linwood Lothrop, EMA Administrative Assistant Candice Richards, and Temporary Acting Deputy Communications Director Wally Tower.

Wednesday
September 26, 2018
3:00 p.m.

- I. 3:00 Meeting Called To Order
- II. 3:01 Action Items:
 - 1. Approval of Minutes from February 14, 2018
- III. 3:03 Discussion Items:
 - 1. SOP Request from NEMHS
 - 2. 2019 KRCC Budget Draft
- IV. Other Business
- V. Adjourn

I. Call to Order

The meeting was called to order by Chair Chris Farley at 3:00 p.m.

II. Action Items

- 1. Approval of Minutes from February 14, 2018.
 - Craig Cooley made a motion to approve the February 14, 2018 minutes. Rusty Barnard seconded the motion. A vote was taken with all in favor.

III. Discussion Items

- 1. SOP Request from NEMHS.

A request had been forwarded to the Executive Board members by Chris Farley after he received it from North East Mobile Health Services. Chief Farley said that he was not the spokesman was just passing along the request. He felt that the response to the request should come from the Executive Board and not just Director Lothrop.

The request from NEMHS involved the creation of incident specific SOP's that NEMHS wanted the KRCC dispatchers to use. In the past, this practice had been allowed, which created a lot of problems in the long run. The Executive Board and Director Lothrop felt that dispatchers should not be put in the position of having to make decisions for the agency – it is up to the agency to tell the dispatchers what services they need. Having too many agency-specific SOP's also creates an insane amount of information that the dispatchers have to memorize, which leads to mistakes being made. It would be setting the dispatchers up for failure, which no one wants. Some new dispatchers find it hard to learn all of the current SOP's as it is. It's important to keep consistency throughout the SOP's and SOG's to prevent errors from happening. One of the issues relating to the NEMHS request is that if resources are dispatched automatically without being requested, the departments dispatched will incur a lot more in expenses responding to incidents they might not even be needed for. That could crush a department's

budget. Cardiac arrests were discussed because of how it's important to get people there fast to take turns to do CPR compressions.

A prior request from the Union Ambulance Service also asking to a different protocols was discussed with some of the same discussion points raised. Jesse Thompson said that he would make some changes to his proposed SOP and get that resubmitted to the KRCC.

- Craig Cooley made a motion to table acting on the request from North East Mobile Health Service pending coordination with the mutual aid association. Rusty Barnard seconded the motion. A vote was taken with all in favor.

Chief Farley said that he would contact the mutual aid association to make sure the matter gets on the agenda to be discussed at their meeting in October.

2. 2019 KRCC Budget Draft.

Director Lothrop stated that he had emailed his budget out to everyone and wanted to know if anyone had any questions. To truly understand the increase for 2019, he added \$30,000 back to the bottom line of the 2017 Communications budget to get the 2018 figure. The 2019 budget is only an increase of 2% over the 2018 budget.

Capital items: (come out of the undesignated funds)

1. Redundant microwave path between Ragged Mountain and Coggins Hill (\$13,436.00)
2. Replace distribution panel and power function management system on Ragged Mountain tower (\$9,343.34)
3. Replace the backup generator at the Benner Hill tower (\$7,350.00)

These three items will reduce the Communications Undesignated Fund Balance to \$145,000.

The budget draft is being presented to the KRCC Users Group on October 24th at 4 p.m., directly after the Executive Board meeting taking place at 3 p.m. The Commission and Budget Committee will be reviewing the Communications budget the night of October 25th. The meeting starts at 5 p.m.

- Craig Cooley made a motion to approve the 2019 Communications budget draft as presented and to forward it to the Knox County Budget Committee and Commission. Ray Sisk seconded the motion. A vote was taken with all in favor.

IV. **Other Business**

Chief Peasley Email

Chief Farley brought up an email from Rockport Fire Chief Jason Peasley, relating some frustrations about departments using radios instead of I Am Responding to notify dispatch they are responding to an incident. Chief Peasley feels that departments are not being held accountable. Director Lothrop said that he hasn't received any complaints from other agencies.

It was discussed that the KRCC's SOG's and the IAR SOP both cover radio use and the IAR protocols. It was noted that Chief Peasley's email followed an earlier email complaining about the IAR system being down. Director Lothrop said that he would investigate it if anyone brings up an issue but that he has no control over cell phone companies having issues with their network. It was discussed that it's not the KRCC's responsibility to police radio usage – the fire chiefs need to enforce the rules in their own departments. It was suggested that Director Lothrop respond to Chief Peasley that this was not a dispatch issue and it can be discussed at the mutual aid association meeting in October since it's their responsibility to enforce those rules. Director Lothrop was asked to include a copy of the applicable SOG with his response.

Legislation

Ray Sisk mentioned a congressional bill on the misuse of 911 funds and creating penalties for misuse of those funds. He suggested that the Executive Board write a letter of support for and send it to Senator Susan Collins. Director Lothrop said he could do that.

Next Meeting

- KRCC Executive Board meeting - October 24th at 3 p.m.
- KRCC Users Group meeting - October 24th at 4 p.m.
- Review of the Communications budget by the Knox County Commission and Budget Committee - October 25th at 5 p.m.

V. Adjourn

Meeting adjourned at 4:02 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant